

31 October 1973

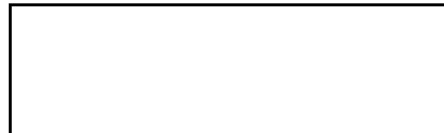
MEMORANDUM FOR: Director of Security

SUBJECT: No-Escort Badges for Community Related Activities

Howard,

For some time I've been aware of the increasing number of requests this Staff is submitting to you for the issuance of No-Escort badges. I am also aware of the necessity for close monitoring of these to assure they are serving the best interests of the Community as well as CIA's physical security responsibilities. As the result of my concerns [ ] of my staff discussed possible solutions with you. She has now had additional contact with the Physical Security Office and I would agree that the present badge system which by color distinguishes visiting personnel from CIA employees is partially adequate. Is it possible that an "IC" or some such symbol could be impressed on those badges issued for Community-related activities?

I want to hold the number of courtesy badges which ICS requests to a minimum, and will advise you of termination dates for those requested for Special Study purposes during selected periods of the year. It is my understanding that you will look to our administrative group to retrieve expired badges promptly.



DCI/IC: [ ] saw

Distribution:

- 0 - Dir of Security
- 1 - AO/DCI
- 1 - [ ]
- 1 - HM Chrono
- 1 - IC Reg

*retain with  
subject copy*

DRAFT: 25 October 1973

MEMORANDUM FOR:

SUBJECT : Intelligence Community Staff Travel

1. To enhance managerial control and eliminate unnecessary procedures, effective \_\_\_\_\_ [ ] will act as the central coordination point for travel performed by IC personnel. In this capacity [ ] will be responsible for authorizing both foreign and domestic travel as routinely performed in accordance with existing applicable government regulations. [ ] may, when necessary, authorize on behalf of D/DCI/ICS, first-class air travel [ ] and reimbursement on actual subsistence basis [ ]

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2. Procedurally, Standard Form 540a, "Travel Order Work Sheet", will be prepared for the Group Chief's signature (or in his absence-- his deputy), as Requesting Officer, providing therein all necessary information on the proposed travel. Space is provided on the form for internal ICS Coordination Signatures as deemed appropriate by the Requesting Officer. This form will be forwarded to [ ] for authorization. The work sheet then will be forwarded to the AO/DCI for processing and preparation of required documentation. The AO/DCI will advise the traveler directly of availability of advances, instructions for accountings, and any other support required.

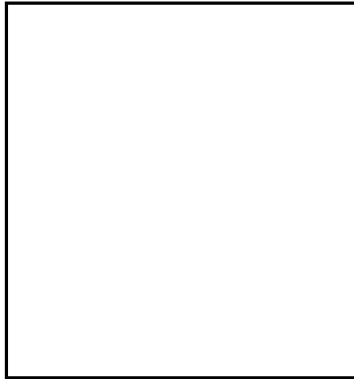
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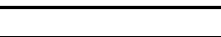
16 October 1973

NOTICE:

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1. Effective immediately, a staff meeting will be held in 6 E 0708 each Monday, Wednesday, and Friday at 0845 unless you are otherwise notified. The purpose of these meetings will be to review IC Staff programs and activities and make appropriate assignments for action items.

2. Further, each of the group chiefs and others designated should schedule specific times on my calendar for one-to-one discussions of their activities, papers or other actions moving through the D/DCI/IC chain. In this context, a weekly report on all activity will be prepared each Friday by  and go forward to D/DCI/IC over my signature.

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3. In general, I shall try to be available as needed. It is my intension to pull together and develop with the addressees a program of work for IC consistent with the instructions received from the DCI and D/DCI/IC; and to work with each of you to provide a single, tightly coordinated and responsive IC Staff.



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GENERAL SCHEDULE  
October 1973

Grade	Annual rates and steps									
	1	2	3	4	5	6	7	8	9	10
GS - 1 --	\$ 5,017	\$ 5,184	\$ 5,351	\$ 5,518	\$ 5,685	\$ 5,852	\$ 6,019	\$ 6,186	\$ 6,353	\$ 6,520
GS - 2 --	5,682	5,871	6,060	6,249	6,438	6,627	6,816	7,005	7,194	7,383
GS - 3 --	6,408	6,622	6,836	7,050	7,264	7,478	7,692	7,906	8,120	8,334
GS - 4 --	7,198	7,438	7,678	7,918	8,158	8,398	8,638	8,878	9,118	9,358
GS - 5 --	8,055	8,323	8,591	8,859	9,127	9,395	9,663	9,931	10,199	10,467
GS - 6 --	8,977	9,276	9,575	9,874	10,173	10,472	10,771	11,070	11,369	11,668
GS - 7 --	9,969	10,301	10,633	10,965	11,297	11,629	11,961	12,293	12,625	12,957
GS - 8 --	11,029	11,397	11,765	12,133	12,501	12,869	13,237	13,605	13,973	14,341
GS - 9 --	12,167	12,573	12,979	13,385	13,791	14,197	14,603	15,009	15,415	15,821
GS -10 --	13,379	13,825	14,271	14,717	15,163	15,609	16,055	16,501	16,947	17,393
GS -11 --	14,671	15,160	15,649	16,138	16,627	17,116	17,605	18,094	18,583	19,072
GS -12 --	17,497	18,080	18,663	19,246	19,829	20,412	20,995	21,578	22,161	22,744
GS -13 --	20,677	21,366	22,055	22,744	23,433	24,122	24,811	25,500	26,189	26,878
GS -14 --	24,247	25,055	25,863	26,671	27,479	28,287	29,095	29,903	30,711	31,519
GS -15 --	28,263	29,205	30,147	31,089	32,031	32,973	33,915	34,857	35,799	36,741*
GS -16 --	32,806	33,899	34,992	36,085*	37,178*	38,271*	39,364*	40,457*	41,550*	
GS -17 --	37,976*	39,242*	40,508*	41,774*	43,040*					
GS -18 --	43,926*									

\* The rate of basic pay for employees at these rates is limited by section 5308 of title 5 of the United States Code to the rate for level V of the Executive Schedule (as of the effective date of this salary adjustment, \$36,000).

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Next 4 Page(s) In Document Exempt

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